

Communications Specialist / Copywriter

Our Organization:

The Professional Association of Georgia Educators (PAGE) is the largest independent educator association in the state and nation. PAGE exists to support our members - who serve in every Georgia public school - by providing unparalleled legal coverage, legislative advocacy, professional learning, grants, scholarships, and more.

Position Overview:

PAGE is seeking a Communications Specialist with copywriting emphasis to join our team. The individual in this role will write and publish targeted, effective messaging across multiple print and digital platforms. A copywriting superstar, the ideal candidate will thrive in a creative, strategy-driven, deadline-oriented environment that blends collaborative development with independent implementation.

Functions & Responsibilities:

Under the direction of the Communications Director and in conjunction with an existing Communications Specialist:

- Draft, edit, proofread, and refine targeted, effective, multi-platform content. Deliverables include magazine articles, marketing/promotional materials, social media and website content, event collateral, media releases, and more.
- Create and maintain annual social media calendar; Post to all channels using Meltwater Engage®; Monitor comments; Respond to questions; Conduct analytics and create reports.
- Review daily media monitoring reports, assist with website updates, and contribute to creation of project timelines; Enter and track project progress using trafficking platform.
- Attend certain PAGE events and contribute to event deliverables including promotion, photography, and post-event messaging.
- Additional responsibilities as assigned.

Qualifications & Core Competencies:

Required:

- Bachelor's Degree: Communications, Journalism, English, or related field.
- Minimum of three (3) years' experience in a Communications / Marketing / Advertising role, or an equivalent combination of experience, education, and training.
- Minimum of three (3) years' experience in copywriting / content creation.

- Writing samples required of all candidates.
- Top candidates will complete a writing, editing, and proofreading assessment at the PAGE office.
- Excellent interpersonal, time management, organization, and prioritization skills.

Preferred but not Required:

- Social media, graphic design, and photography experience
- Familiarity with web management and print management

Location & Hours:

This position is based in the Atlanta office with remote capability. Standard hours will be established with the supervisor with the expectation for occasional evening / weekend work as well as some travel.

Salary & Benefits:

- Salary is commensurate with qualifications starting at \$40,000.
- PAGE provides a professional, supportive, and collaborative work environment that encourages employees to excel. PAGE offers a comprehensive benefits package including: major medical, vision, dental, and FSA; Employee Assistance Program (EAP); life insurance; long-term disability; sick leave; 10 days paid vacation; paid holidays; and employer-paid 401K retirement package.

Application Process:

- Submit role-specific resume and cover letter to: Jill Hay, Director of Human Resources at jillhay@pageinc.org.
- Resume / cover letter to address specifics of experience, skills, and core competencies – including software proficiencies.
- Cover letter to include link to copywriting portfolio. (Samples may be provided as email attachments if no digital portfolio available.)
- No phone calls please.
- Interviews will be scheduled as appropriate as applications are received. Selection of a candidate may occur at any time.

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